

Vehicle Licence Application Form

TOWN POLICE CLAUSES ACT 1847
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

**PLEASE ENSURE YOU READ AND UNDERSTAND EACH SECTION OF THIS FORM
THE FORM MUST BE COMPLETED IN FULL BEFORE IT WILL BE ACCEPTED.
INCOMPLETE FORMS WILL BE REJECTED**

1. APPLICATION TYPE	
New	Private Hire (Do not answer Section 5) <input type="checkbox"/> Hackney Carriage <input type="checkbox"/>
Renewal	Private Hire <input type="checkbox"/> Hackney Carriage <input type="checkbox"/> Vehicle Plate Number: Expiry Date: ____/____/____
2. VEHICLE DETAILS	
Vehicle Make:	Vehicle Model:
Registration Number:	Exterior Colour:
Passenger Seats:	Date of First Registration:
Body Type (Saloon):	Wheelchair Accessible: Yes <input type="checkbox"/> No <input type="checkbox"/>
Fuel Type:	Cubic Capacity:
Make of Taxi Meter:	Model of taxi Meter:
3. NAME OF PROPRIETOR (OWNER)	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state): _____	
Forenames:	Surname:
Address:	

3a. CONTACT DETAILS (Please provide an email address as this is the main contact method for the Licensing Team)

Email Address: _____

Home Telephone Number: _____

Mobile Telephone Number: _____

4. ANY OTHER INTERESTED PARTY

Please specify all persons who are concerned with keeping or letting of the vehicle. (Please use additional paper if needed)

Name:

Address:

5. INTENDED USE OF THE VEHICLE (Hackney Carriage Applications Only)

Please answer the following questions relating to the intended use of this Hackney Carriage vehicle.

Do you intend to use this vehicle to **ply for hire** within Huntingdonshire District?

YES NO

(If YES please move to section 6)

Do you intend to use this vehicle for **pre-booked** work, **outside** of Huntingdonshire District boundary?

YES NO

(If YES please ensure section 6 below is completed by the Private Hire Operator)

6. DETAILS OF OPERATOR (this section must be completed by the Private Hire Operator)

I confirm that person(s) named in Sections 3 and 4 have an agreement/contract with me to operate the vehicle stated in Section 2 under my Private Hires Operator's Licence.

Name of Operator: _____

Signature of Operator: _____ Date: ____/____/____

Operator Stamp:

7. RIGHT TO WORK IN THE UK (the person named in section 3 above to answer this question)

Do you have the right to work in the UK? YES NO

Do you have any restrictions or time limits on your eligibility? YES NO

(If answering YES please give details below)

8. APPLICANTS DECLARATIONS AND SIGNATURE

1. I understand that any licence issued will be subject to the provisions of:
 - a. the Town Police Clauses Act 1847
 - b. the Local Government (Miscellaneous Provisions) Act 1976
 - c. the Council's licence conditions
2. I accept that any licence issued to me will remain the property of Huntingdonshire District Council, and if lost or damaged, I will be liable for the cost of replacement.
3. I understand that any criminal convictions, civil convictions and/or endorsements or cautions must be notified to the Licensing Officer within 7 days of date of conviction.
4. I understand that any changes to any information detailed in this application must be notified in writing to the Licensing Officer within 7 days of the change.
5. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form. A person is to be treated as making a false statement if they produce, furnish, sign or otherwise makes use of a document that contains a false statement. To do so could result in prosecution and a fine of an unlimited amount.

By signing below you confirm that you have read and agree to the statements above.

Signed _____

Date: / /

Privacy Notice

All personal information that you provide us is managed in accordance with our Privacy Policy. Please visit the [Privacy Notice for Community - Regulation and Enforcement](#) on our website where you can find out information about how we handle your information and your rights of access

CHECKLIST – Please use this check list to ensure you have all the documents required before submitting your application

Completed vehicle application form

Made payment for the test

Original V5 or Section 10 of the log book

Printed insurance certificate (covering Private Hire or Hackney Carriage work)

Huntingdonshire District Council drivers badge

WHAT HAPPENS NEXT

1. Read through our Hackney Carriage or Private Hire policy
2. Submit the application by email, post or hand into reception.
3. Make payment over the phone or at reception.
4. Book a vehicle test through the Licensing department
5. When visiting the garage take the below documents:
 - Original V5 or Section 10
 - Printed insurance certificate
 - Huntingdonshire District Council driver badge
 - Last year's certificate of compliance (If the vehicle is a renewal)
 - M1 Certificate (If the vehicle is a new Hackney Carriage)
6. Once passed please collect your new vehicle plate from reception. If the vehicle is a renewal you will need to provide the old vehicle plate in exchange for the new plate.

All queries should be addressed to licensing@huntingdonshire.gov.uk or by post to:-
Huntingdonshire District Council, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN

RENEWAL APPLICATIONS MUST BE SUBMITTED BEFORE THE EXPIRY DATE OF THE CURRENT LICENCE, FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING TREATED AS A NEW APPLICATION AND MUST MEET OUR VEHICLES LICENSING CONDITIONS FOR NEW VEHICLES

Payment Code: GM12A08N

Short Code: 1070